

Who we are and what we do:

The Tennessee Department of Human Resources (DOHR) is a cabinet-level agency that drives the direction of human resources for the State of Tennessee, which is the largest employer in Tennessee with over 42,000 employees.

DOHR serves in a strategic and technical support role having overall statewide human resources processes and services for cabinet departments and executive branch boards and commissions.

DOHR's mission is to provide strategic human resources leadership and partner with customers for innovative solutions.

Key Competencies for this role:

Strategic Agility – Can articulately paint credible pictures and visions of possibilities and likelihoods

Interpersonal Savvy – builds constructive and effective relationships

Dealing with Ambiguity – Can comfortably handle risk and cope with change.

Customer Focus – establishes and maintains effective relationships with customers and gains their trust and respect.

Legal Services Administrator

Department of Human Resources
Office of General Counsel
State of Tennessee

The Department of Human Resources is seeking to fill the position of Legal Services Administrator/Deputy General Counsel. This position is located in Nashville, Tennessee in the Department's Office of General Counsel under the Deputy Commissioner/General Counsel.

Key Responsibilities:

- Assists the Deputy Commissioner/General Counsel in providing legal advice and opinion on employment matters affecting the Department and the State, and advising on potential risks and opportunities to mitigate such risks.
- Provides daily leadership and development to direct reports, which includes assistant general counsels and directors. Works with staff to foster an environment of professional growth, in alignment with the Department's mission, vision and values.
- Collaborates with State agency human resources leaders and legal departments to provide practical and legal technical assistance on human resources/employment law topics, including: ADA, FLSA, EEO, and leave law compliance; discrimination and harassment; recruiting; investigations; training; and policy development and compliance.
- Assists in formulating, revising, and ensuring compliance with state laws, rules, policies, and best practices. Develops and leads training on employment law topics and policies.

Required Experience:

A minimum of seven (7) years of labor/employment law experience, with at least five (5) years experience of managing people.

Candidates must possess an active license to practice law in Tennessee.

To apply:

Please submit your resume to Kimberly.Mantlo@tn.gov by February 2, 2018.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.